



PARENT/STUDENT HANDBOOK

2016-2017



SCHOOL YEAR THEME:
“BE A LIGHT TO OTHERS”

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I. GENERAL INFORMATION

A. Principal's Letter

Dear Parents/Guardians and Students,

Welcome to the 2016-2017 school year!

It is our hope that you find this handbook helpful to you. We encourage you to print it and place it in a convenient location at home, where it can be easily referenced.

Please understand that the ultimate goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth. We are all partners in this effort – everyone shares in the responsibility of making our school community a positive, supportive place that promotes the development of each child.

Should there be any updates to the handbook during the school year, we will be sure to let you know by email and we'll also update the Parent & Student Handbook posted on our school website.

We thank you for your continued support of St. Joseph Catholic School and all those who make up our school community.

God's peace be with you,

Joe Manning
Principal

B. St. Joseph Catholic School Mission and Philosophy Statements

MISSION

St. Joseph Catholic School, centered in Gospel values, partners with our families and parish community to develop the spiritual, academic and social growth of each student.

PHILOSOPHY

St. Joseph Catholic School, as a ministry of St. Joseph Parish, is a Catholic community where we live and learn together spiritually, academically and socially. We affirm that parents are primary educators of their children, and we teach students to work to their potential. We value the unique talents of each child and recognize that everyone contributes to a positive and service-filled faith community. As facilitators of learning, we will:

Spiritually

- **build** a community based on Gospel values
- **cultivate** an awareness of each individual's gifts
- **encourage** the practice of the faith including prayer and active participation in liturgical life

Academically

- **establish and maintain** high expectations and standards
- **support** students to work to their full potential
- **promote** independent and cooperative learning and develop critical thinking skills

Socially

- **instill** a respect for self and others demonstrated through actions, words and service
- **encourage** physical wellness and emotional wellbeing
- **provide education and opportunities** for responsible participation in local and global communities

St. Joseph Catholic School is a faith-based educational community that nurtures each student as a child of God.

C. Accreditation

St. Joseph Catholic School spent the 2011-12 school year participating in a Self Study year as part of the accreditation process. We were visited in the fall of 2012 by an Accreditation Visiting Team. The team gave the school a full accreditation term of six years. We will once again participate in a Self Study this 2016-2017 school year. We will then have our visit in the 2017-2018 school year.

D. History of St. Joseph Catholic School

St. Joseph Catholic Church was launched in January of 1952, with Fr. Pitsch as its leader. Daily Mass was held in a small storage building in the Andresen Road parking lot referred to as the 'chicken coop', and Sunday Mass was held in the gym of McLoughlin Heights Junior High School. It would be three years of hard work and dedication by the pastor and an active membership before the church and school buildings were completed. The 12½ acres of forestland overlooking the beautiful Columbia River held a convent and fully equipped school with 10 classrooms, library, cafeteria, music rooms and auditorium, which served as the 758-seat church.

St. Joseph Catholic School opened its doors on September 8, 1954, with 302 students, five nuns of the Sisters of Providence Order, and three lay teachers. Expansion continued in 1961 with a new school wing built on the east side of the building. Many changes, including the diminished availability of religious to teach, brought about the need to establish annual fundraising events at the school. In jeopardy of losing its 7th & 8th grades in 1971, a group of parents and parishioners came together as the Booster Club and created the Sausage Fest. The first festival had fresh fruits, vegetables, a chicken wagon, fashion shows, and a dunk tank. The annual Vancouver Sausage Fest drew over 35,000 people to its grounds with a full-size carnival, craft booths, food stalls and entertainment.

In 1985, Fr. Haydock arrived at St. Joseph and soon organized the drive to build a larger church. With the new church completed in 1992, the old church was converted into a gymnasium for the school and named Haydock Hall.

The first annual School Auction Gala/Dinner was held in 1995 and over the years has provided more than \$1.5 million to the school toward capital improvements, the St. Joseph Catholic School Foundation, tuition assistance, and the general operating budget. Funds raised in 1998 helped build a new wing of four classrooms, providing the school with two classrooms per grade level.

St. Joseph Catholic School celebrated its 50th anniversary with a rededication of the school in 2004. The event included a Mass celebrated by Archbishop Brunett and Fr. Hans Olson and a catered dinner in the parish hall. The school's annual auction was appropriately themed "Our Golden Gala" and raised an unprecedented \$170,000. In 2014 the school celebrated its 60th anniversary with a special Mass and several school and parish activities.

This year the school employs 20 certified teachers - 17 have earned Masters degrees. St. Joseph Catholic School is committed to educating children in an environment that promotes faith development, individual academic excellence, and a commitment to service. The school works closely with its parish, community, and parents to encourage and prepare its students to be the leaders of tomorrow while understanding their role as stewards of God's gifts.

Faculty and Staff 2016-2017 School Year:

Joe Manning	Principal
Anna Raineri	Vice Principal
Laura Atkins	Technology Director
Anne McDonagh	Administrative Assistant
Sheri Keller	Administrative Assistant
Kristin Barbieri	Kindergarten
Sara Phillips	Kindergarten
Janet Emmett	First Grade
Sara Johnson	First Grade
Gina Houser	Second Grade
Stephanie Yarne	Second Grade
Cecilia English	Third Grade
Maricela Resendez	Third Grade
Anna Alkema	Fourth Grade
Mindy Senko	Fourth Grade
Ellie Lewis	Fifth Grade
Angela Dasso	Sixth Grade Homeroom
Caroline Mentele	Sixth Grade Homeroom
Stacie Hunt	Seventh Grade Homeroom
Kerri Jackson	Seventh Grade Homeroom
Jim Barbieri	Eighth Grade Homeroom
Debbie Cestnik	Eighth Grade Homeroom
Amanda Cestnik	Technology
Patty Jayne	PE/Health
Emily Herrmann	Spanish
Stephanie O'Connell	Instructional Assistant
Donna Wright	Instructional Assistant
Ana Coronado	Instructional Assistant
Bobbi Harrington	Extended Care Coordinator
Suzy Knight	Cafeteria Director

PRESCHOOL STAFF

Laura Veasy – Director	Sharon Larkins – Bluebirds PM
Meghan Phelps – Owls	Janet Jagelski – Preschool Aide
Kara Prescott – Hummingbirds	Patricia Gomez – Preschool Aide
Stacy Fajardo – Chickadees & Ext. Care	Meta Sanders – Preschool Aide
Keli Goertzen – Bluebirds AM	

School Office Hours:

7:30-8:15 am: Office answers **telephone inquiries** only.
Office open from 8:15 am-4 pm for all other inquiries.

II. ACADEMIC INFORMATION

A. Academic Integrity

It is expected that all students will maintain a high degree of academic integrity in the performance of their schoolwork. Academic dishonesty is defined as, but not limited to, cheating, plagiarism, and the copying of or doing another person's homework assignments.

A student who violates this policy is considered to have committed a serious behavioral infraction and may be subject to the appropriate disciplinary action as outlined in this handbook. The student may also receive a failing grade on that exam or assignment.

B. Grading

- **The performance scale for all grades, K-8, is as follows:**

- 4 – Exceeding Expectations – Student consistently exceeds grade-level expectations in performance. Student shows initiative, challenges himself/herself beyond expected outcomes, and demonstrates exceptional level of understanding.
- 3 – Meeting Expectations – Student meets grade-level expectations. Student shows proficient understanding and demonstrates appropriate skills.
- 2 – Approaching Expectations – Student has basic understanding and partially meets grade-level expectations. A student receiving a two is beginning to show understanding of concepts and developing skills.
- 1 – Below Expectations – Student has minimal understanding and does not meet grade-level expectations. A student receiving a one is not sufficiently grasping the necessary concepts and skills.

As a school, our academic standards are high. If your child is meeting our grade level expectations, their performance score will be a “3”. If they are approaching grade level expectations, their score will be a “2”.

- **Grade Point Percentages for Grades 4-8 are as follows:**

- **Transitioning (Grade 4)**
 - The performance scale above will be used during the first trimester. Beginning with the first progress report in the second trimester, grades will follow the upper grades as shown below.
- **Intermediate (Grades 4-5) and Middle School (Grades 6-8)**

97 - 100 = A+	77 - 79.9 = C+
94 - 96.9 = A	74 - 76.9 = C
90 - 93.9 = A-	70 - 73.9 = C-
87 - 89.9 = B+	67 - 69.9 = D+
84 - 86.9 = B	64 - 66.9 = D
80 - 83.9 = B-	60 - 63.9 = D-

Beginning in grade 5, all classes assigned a grade will be included in the Grade Point Average (GPA). In computing GPA, some classes (PE/Health, Art, and Spanish) are combined into a single grade and added to the grades given for Reading, Religion, English, Science, Math, and Social Studies. All grades below 60% are failing grades.

C. Academic Honor Roll

Students in grades 6-8 who achieve a GPA of 94% or higher will receive First Honors and students in grades 6-8 who achieve a GPA of 90-93.99% will receive Second Honors for that trimester.

D. Valedictorian and Salutatorian

The student selected as the 8th grade valedictorian must meet the following criteria:

- She/he has the highest cumulative grade point average as calculated from the sixth grade through the second trimester of eighth grade.
- She/he has attended St. Joseph Catholic School for the three full years of grades 6-8.

The student selected as the 8th grade salutatorian must meet the following criteria:

- She/he will have the second highest grade point average as calculated from the sixth grade through the second trimester of eighth grade.
- She/he has attended St. Joseph Catholic School for the three full years of grades 6-8.

The valedictorian and salutatorian both speak at graduation. Students who have an overall GPA of 94% or higher in grades 6 through the second trimester of 8th grade will be awarded gold honor cords to wear at graduation.

E. Curriculum

The curriculum at St. Joseph Catholic School is based on the curriculum guidelines of the Archdiocese of Seattle. This curriculum is cross-referenced with the Common Core State Standards that have been adopted by Washington State.

St. Joseph Catholic School provides a supportive educational environment in which students and faculty work together in a spirit of Christian good will. A strong curriculum that serves as a foundation for further study includes the following subjects:

- Religion (including the Touching Safety Program and the Family Life series mandated by the Archdiocese of Seattle)
- Mathematics
- Language Arts
- Social Studies/History
- Science
- Physical Education/Health
- Art
- Library Skills
- Computer Skills/Integration of Technology into other areas of the Curriculum
- Spanish

Parents are the **primary educators** in the faith formation of their children. The role of the school is to support families in this very critical aspect of parenting. Since children closely follow the example of their parents, families are encouraged to be active participants in their faith community by regular attendance at Mass and by sharing their time, talents, and treasures with their community.

F. Educational Support Team (EST)

The Educational Support Team (EST) is comprised of teachers and administrators of St. Joseph Catholic School who take collective responsibility for student learning and well-being. This team meets to facilitate discussion for each child's unique learning situation and to assist the classroom teacher. The team approach offers consistent documentation from year to year and encourages communication among teachers and parents.

G. Class Placement Policy

Class placement is determined in the final weeks of the school year and sometimes after the conclusion of school in June. Classroom teachers lead the process for their current set of students, setting class lists for the next school year. Parents may not request a specific teacher, but may provide a written statement of what they see as the specific needs of their student. This letter must be presented to the principal by June 1. Class lists are published at some point during the week before school begins. Lists are final unless unusual circumstances require a change approved by the principal.

H. Homework Guidelines

Homework is given in all grade levels. The purpose of homework is to provide the opportunity for academic reinforcement and to foster good study habits.

If a student is having consistent difficulty with homework, the issue should first be taken up with the teacher. **Individual teachers/grade levels will set their expectations for accepting and grading late homework.**

I. Supplies and Textbooks

Students are responsible for obtaining and maintaining their own basic school supplies. A supply list is sent out to all registered families in June; they are also available in the school office and online. Some supplies may need to be replenished throughout the year. **If a student damages a book and the book is still usable, a damage fee will be assessed. If a student destroys or defaces a book, or does not return a book at the end of the year, the parent/s will be billed for the cost of the replacement.**

III. ADMISSIONS AND WITHDRAWAL

A. Admissions Policy

Enrollment in St. Joseph Catholic School will generally be allocated in the following order of priority:

1. Current St. Joseph Catholic School Families. A current St. Joseph Catholic School Family is a family who has a student currently enrolled at the school. Siblings of currently enrolled students have first priority of acceptance.
2. Active parishioners of St. Joseph who are new to the school.
3. Active parishioners of other Catholic parishes in the local area.
4. Active parishioners of a parish outside the local area who currently have children enrolled in a Catholic elementary school and are transferring to St. Joseph Parish.
5. All others.

An "active parishioner" is defined as a family that is registered at St. Joseph Church, participates in weekly Mass, completes an annual stewardship card, contributes as pledged, and actively participates in church activities/ministries.

B. Placement

Students registering for kindergarten must be five years of age on or before August 31 of the year for which they are applying for admission. Students registering for first grade must be six years of age on or before August 31 of the year for which they are applying for admission.

Students will be placed in the proper grade according to their successful completion of the previous grade-level work. For students applying for admission to grades first through eighth, acceptance will be dependent on previous academic records, behavior record, current teacher(s) recommendation(s), and interviews with both parent(s) and child. All new students, kindergarten through eighth grade, may be assessed prior to acceptance.

All new students are placed on probation for their first trimester at St. Joseph Catholic School. A student may be asked to leave the school during the probationary period if either his/her behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student.

St. Joseph Catholic School strives to limit enrollment to 25 students in each class though unique circumstances or staffing situations may require larger class sizes at times.

C. Registration Process

1. Registration materials - available in January. All deadlines and dates are made available on our website.
2. Complete registration forms and fee - due in the school office in January.
3. After the specified January deadline, registration is open on a first-come, first-serve basis to wait-listed families, current families who did not meet the January deadline, and any new families seeking enrollment.
4. Tuition contracts will be sent in April to registered families whose accounts are current.

D. Tuition Contracts

1. Tuition contracts are sent in April to registered families whose accounts are current.
2. Signed tuition contracts must be in the school office by a specified date, usually mid-April.
3. After the April tuition deadline, space is available on a first-come, first-serve basis to wait-listed families and current families who did not meet the April deadline.
4. All required fees listed on the tuition contract, must be paid in full by the designated date or rolled into a SMART Tuition payment plan.
5. Failure to meet the designated deadline will result in the loss of your student's registration and placement for the coming school year.

E. Statement of Nondiscrimination

The Catholic Schools of the Archdiocese of Seattle admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all the schools. St. Joseph Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

F. Transcripts and School Records

Educational records are the property of the school. To see your student's records please make an appointment at the school office. The principal or his/her designee must be present while the file is being read.

Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

A certified copy of the custody section of any restraining order, parenting plan, custody decree, divorce decree or other court order, which in any manner whatsoever, pertains to children enrolled in this school, and the most recent amendment or modifications thereof, if any, must be filed in the student's official file. The paperwork must be certified by the Clerk of the Court of jurisdiction, the same court which made the parenting or custody determinations. The school will abide by the guidelines of each individual plan. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- **Health cards and records of immunizations** are kept in the school office. Original health records are forwarded to the student's next school.
- **Permanent record cards** are kept at the school. A copy of this record is forwarded at the time of transfer to a new school.
- **Sacramental records** are kept in the student's official file to document the Sacraments of Baptism, First Holy Communion and Reconciliation.
- **Attendance records** are kept on each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card.
- **Transfers of records** are made at the time of an authorized request from the receiving school. All records are mailed directly to that school. **All tuition and other fees must be paid in full prior to the transfer of documents.**

IV. FINANCES

A. Tuition

St. Joseph Catholic School offers a non-subsidized rate as well as a subsidized rate for active parishioners.

Subsidized Rate: This rate is equal to the non-subsidized rate less the amount of subsidy given by the family's home parish. Any Catholic family who is a member of a local Catholic parish may qualify for a subsidized rate of tuition. To receive this rate, families must complete a Family Stewardship Form and turn it in to their home parish office. If approved by their home parish office, families receive a subsidy as set by their pastor. It is the responsibility of the family to communicate with their parish regarding the subsidy.

Families receiving subsidy from St. Joseph Parish will need to have been active members of the parish for at least one year. In the case of a family moving from another parish, a letter of active participation from the previous pastor is needed.

An "active parishioner" is defined as a family who is registered at St. Joseph Church, participates in weekly Mass, completes an annual stewardship card, contributes as pledged, and actively participates in church activities/ministries (at least 10 hours/year).

B. Payment Options

- Plan A** One annual payment: Due on or before August 10 of the school year
- Plan B** Two equal payments: Due August 10 and February 10 using SMART Tuition
- Plan C** Twelve equal payments: Due July 10 through June 10 using SMART Tuition

Payment Plans B and C must use the SMART Tuition management plan. All tuition paid through SMART will be deducted from the checking or savings account chosen on the 10th of the month. The fee for this plan is included in the first SMART withdrawal due in July. SMART charges a monthly late fee on all accounts when payments are blocked from withdrawal within 10 days of the payment due date. Charges will continue to accrue until all fees are paid in full.

If a family has an unforeseen financial situation arise which will cause a payment to be late, the principal must be contacted five business days before the due date to make acceptable payment arrangements. If the account becomes 60 days past due and you do not make satisfactory arrangements with the principal, your child(ren) will be excluded from school.

Unconditional Obligation:

The withdrawal of a student(s) at any time after a contract is signed and received by the school will result in the payment of the tuition through the withdrawal date or \$1000 per student, whichever is greater. Collection of annual tuition and other fees may be waived only in the following cases: (1) the family relocates their residence more than 30 miles from St. Joseph Catholic School; (2) the student is dismissed from the school; or (3) the principal determines that the school cannot appropriately meet the academic, behavioral, or emotional needs of the student.

Withdrawal Process:

To withdraw a student from St. Joseph Catholic School, the parent informs the principal, in writing, of the family's intent to leave the school. After all tuition and fees are paid, a final report card will be issued.

Any balance that remains unpaid for a year may be sent to a collection agency.

Divorced or Separated Parents:

St. Joseph Catholic School requires one enrollment form and one tuition contract per family, signed by one parent. In a sole custody situation, the custodial parent will be expected to sign the contract and be legally responsible for making timely payment of all tuition and fees owed the school. If the non-custodial parent signs the contract, he/she will be legally responsible for making timely payments to the school of all tuition and fees. In the case of joint custody, parents will need to decide who will sign the contract. This policy relieves the school from becoming involved in disputes about how to divide the cost of the child's education. Reimbursement between parents and/or others will be left to the parents.

C. NSF Checks

Any check returned for non-sufficient funds will result in a \$25 service fee.

D. Tuition Assistance Guidelines

St. Joseph Catholic School is committed to providing quality Catholic education to all children who wish to attend. Tuition assistance may be available to those families who qualify.

Since limited funds are available for tuition assistance, it is imperative that application for financial assistance be made when the date is published. Applications for assistance **must be made to the**

Seattle Archdiocese/Fulcrum Foundation. The application includes a detailed financial statement. Applicants will be notified by mail of tuition assistance awarded.

V. ATTENDANCE

No student may leave the school grounds during school hours without the written authorization of the student's parent or guardian.

During the school day, students must be checked out through the school office.

If parents go out of town without their children, please inform the school office of the dates you will be gone and who will be supervising your child/ren.

A. Daily Schedule – subject to change

7:00-8:15	Extended Care (Mon., Tue., Thur., & Fri.) (7-7:40 am on Wed.)
8:15	Students may be dropped off in back parking lot (7:40 am on Wed.)
8:15	School doors open (7:40 am on Wed.)
8:30	Class begins (7:55 am on Wed.)
3:00	Dismissal (2:10 pm on Wednesdays)
3:15-6:00	Extended Care (Mon., Tue., Thur., & Fri.) (2:25 pm on Wed.)

ARRIVAL/DISMISSAL: Students who are not checked in to Extended Care may not be on campus prior to the arrival of crossing guards at 8:15 (7:40 on Wednesdays). The students are dismissed at 3:00 (2:10 on Wednesdays). Children who have not been picked up by 3:15 (2:25 on Wednesdays) will be sent to Extended Care and an emergency fee will be charged in the amount of **\$10 for the first 15 minutes, and \$25 for each 15 minutes thereafter.**

B. Absences

Daily attendance is an integral part of the educational experience at St. Joseph Catholic School. The classroom instruction and interaction between students and teacher are extremely important and cannot be readily duplicated. **Illness should be the reason for nearly all absences.**

The absence of students from school during the school year for family vacations, travel, or other reasons not related to school functions, is not recommended.

Parents need to send a letter to the teacher(s) to notify the school of any vacation and the dates the student will be absent. **Teachers will not gather or hand out work prior to the vacation.** Teachers will collect assignments during the student's absence. Upon return, it is the student, parent, and teacher's responsibility to communicate regarding missed assignments. It is the parents' and student's responsibility to cover concepts and skills taught while the student was gone. Long-term projects are due on assigned dates or upon return.

While homework can be made up, there is no replacement for actual teaching of concepts in class. Excessive absences for reasons other than illness may be reflected in a student's learning and grades.

Art, PE, & Spanish: A student who misses 8 or more classes in one trimester in either Art, PE, or Spanish will not receive a grade from the class in question.

Reporting an absence:

It is the responsibility of the parent or guardian to call the school office or email Sheri Keller at sherik@stjoevan.org at the start of the school day to report an absence. **Upon the student's return, their parent(s) must send a note explaining the reason for the absence.**

C. Tardiness

It is important your child arrives to school on time every day. Both students and parents are responsible for this expectation. If a student is tardy, it impacts the education process, disrupts the classroom, and interrupts the learning of all students.

- A student is considered tardy when not in the classroom in the “ready-to-learn mode” when the bell rings at 8:30 (7:55 on Wednesdays). Walking into the classroom as the bell rings is considered tardy.
- **When a student is late for school, the parent (or adult who drops off the student at school) must accompany the student to the office to get a late slip and sign them in.** This must take place before the student is allowed into the classroom.
- Tardiness is considered **excessive** when the student has been tardy three (3) times in a one (1) month period or eight (8) times in a trimester. **Excessive tardiness** may result in a parent-principal conference.
- Students who are excessively tardy will be held in the main office until the next subject change so as to minimize disruption to other students.
- Teachers and the school office should be notified, in advance, when a student is going to be late to school due to an appointment.
- Attendance at Wednesday Mass is an important part of our religion program. **Tardiness or absence from Mass will affect the student's religion grade. Consult teachers' individual requirements for more detail.**

D. Appointments During School Hours

Please arrange for appointments outside of school hours whenever possible. If a student must leave during the day a note must be sent to the teacher in advance or on the morning of the appointment. This allows both teacher and student to be aware of the student's departure ahead of time and reduces the disruption to class time.

E. Make-up Work

The planner is the primary source of tracking assignments – daily and long term. Middle school teachers will post collected assignments on Edmodo at some point each day. This is considered a backup to the planner and will assist absent students. Parents should check the student planner to make sure it is consistent with teacher postings. Students will communicate with individual teachers to determine due dates of work missed when absent. Books and materials will be available upon request.

VI. BEHAVIOR EXPECTATIONS

A. General Rules of Conduct

1. Behavior - In keeping with St. Joseph Catholic School's goal of creating a Christian, values-oriented learning environment, the following are the behavior expectations for each student:
 - a. Display an attitude of love and concern for others.

- b. Show respect for those in authority: principal, clergy, teacher, school staff, chaperones, and volunteers.
 - c. Follow directions obediently and respectfully.
 - d. Use language that becomes a Christian who respects him/herself and others.
 - e. Display playground courtesy at all times: play properly with equipment, keep all balls on the playground, and follow the playground rules.
 - f. Tell the truth at all times.
 - g. Maintain acceptable classroom behavior.
 - h. Complete assignments on time and submit them in an acceptable form.
 - i. Show reverence during prayer and liturgical celebrations.
 - j. Adhere carefully to the dress code.
 - k. Refrain from **chewing gum** anywhere on the school property.
 - l. Refrain from public displays of affection.
 - m. Refrain from any act which could result in damage, injury or disruption of the educational process.
2. Cell Phones
- a. If a student must bring a cell phone to school for after-school activities, the phone must be handed to the teacher upon arrival and picked up at the end of the school day.
 - b. Phones may not be used during the school day or during dismissal
3. Students may not bring to school:
- a. Pagers, laser pointers, illegal substances, firearms, or any potential weapons, fireworks, hand-held games, iPods, or any electronic devices.
 - b. Toys, playground equipment, or stuffed animals from home, unless directed by the teacher.
 - c. Anything that disrupts the educational process.
 - d. If discovered, these items will be confiscated and the parent will be contacted.
4. Search and Seizure
- Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and staff. Lockers, desks, and any other storage areas remain in the possession and control of the school even though they are made available for student use.
5. Hallway Etiquette
- a. Please walk to the right side for easy flow of traffic.
 - b. Individuals using the school halls are asked to respect the passage of a class or large group.
 - c. Students should greet adults with a “hello”, “good morning”, or “good afternoon”.
 - d. All persons using the hallway (parents, students, staff, and guests) will be quiet and remain respectful of classes in session.
6. Cafeteria & Recess Expectations
- During recess and lunch, adults supervise student activities. The rules for both the cafeteria and the playground are clearly taught to the students. It is the responsibility of each student to know and follow the rules. It is the responsibility of the adults to see that all students follow the established rules.
- a. Cafeteria Expectations
 - 1) Sit at your table with your cold or hot lunch. Please talk quietly. Do not carry other items (balls, coats, etc....) along with the lunch tray. You **may not** trade food with other students due to the possible presence of allergies and the potential spread of illness.

- 2) Order extra milk or entrée in the morning in your classroom.
 - 3) Do not go through the lunch line more than once.
 - 4) Raise your hand to be excused to the restroom or to heat food in the microwave.
 - 5) To be excused from the table follow these steps:
 - a) Collect all trash on and under your seating area.
 - b) Raise your hand to be called on, then throw away all trash that is on and under the table. Return to your seat.
 - c) Sit quietly at your table and wait to be excused to line up.
 - d) If a particular grade deviates from these guidelines, the students are clearly made aware of the change.
 - 6) Table washers will wash tables after the table is empty of students.
 - 7) Microwaves are available during lunch for 6th – 8th grade students only.
 - 8) If parents or guests come to have lunch with their child, please ask the adult on duty for directions to a suitable place for you and your child to be seated. Only **ONE** friend may join a child and their guest.
- b. Recess Expectations - Rules For Safety
- 1) All students will abide by the written rules of the game they are playing.
 - 2) Only appropriate sports equipment may be thrown as part of the game. All other objects found outside on the ground are to be left on the ground.
 - 3) All sports equipment is the responsibility of class to be carried inside the building.
 - 4) Passes from the adult on duty are required to be in the building during recess for the bathroom, health room, or office.
 - 5) Students are not to go into the classrooms without a teacher or assistant during break time.
 - 6) The wing area is off limits during break time unless upper grades have rainy day recess.
 - 7) Students must stay away from bike racks during school hours.
 - 8) Stay in fenced areas, unless accompanied by an adult to get equipment.
 - 9) Once the bell rings or whistle is blown, all play stops and students return to their appropriate areas to line up.
- c. Recess Expectations - Appropriate Games and Use of Play Equipment
- 1) Tag is off limits and is not to be played either on the playground equipment or on the playground.
 - 2) Slides are to be used in the appropriate direction (down only). Only one person sliding at a time.
 - 3) No standing on, walking on, or jumping from bars.
 - 4) Touch football is allowed; tackle is not.
 - 5) Soccer may be played as long as regulation rules are strictly followed.
 - 6) No hanging upside down from bars.
 - 7) No cherry drops.
 - 8) No balls or jump ropes on the structures.
 - 9) Respect each other's personal space.
 - 10) Absolutely no hitting of any kind is tolerated.

The normal procedure for rule enforcement is for the adult to request appropriate behavior. If an inappropriate activity persists, the student may be relieved of playground privileges and/or assigned a detention.

B. Fighting

Physically fighting or intentionally hurting another student is a disrespectful and violent attempt to solve problems and will not be tolerated. Students will immediately be sent home when they are involved in fighting or when their deliberate choice of behavior results in injury to another student. They will not return to school until a parent-student conference is held with the school.

C. Disciplinary Action for Serious Behavioral Problems/Due Process

Serious behavioral problems are defined as repeated interruption of the educational process, behavior that could result in injury to students, property or others, or any action that is a flagrant violation of school rules.

On a daily basis, teachers handle discipline issues as they arise in their own classroom.

Parents are **not** notified of every minor infraction. If a particular situation warrants more immediate attention, one of the following actions will occur:

Behavioral consequences could occur during the school day in the form of restriction from free time or possibly service around school. After school detention is also a possible consequence. Parents will be notified when a detention will be served.

OR: Teacher - Student Conference

Teacher and student meet to discuss the problem and complete a plan of action. A copy is sent to the principal and a copy sent home with the student for parent signature.

OR: Teacher - Student - Principal Conference or Student - Principal Conference

Teacher, student, and principal meet to discuss the previous and current problems or the student and principal meet together. A plan of action is completed.

OR: Student - Principal - Parents conference (Teachers may also be present).

Student, principal and parents meet to discuss the previous and current problems. A plan of action may be written and parents may be asked to sign form indicating their support for a plan of action. Students and parents are informed of possible suspension and expulsion if chronic misbehavior continues.

OR: Short-term Suspension

If serious behavior occurs parents will be called and the student may be sent home that day and may be asked to remain there for the following day. Counseling or assessment (at the parent's expense) may be recommended by the principal. A conference is required between principal, parent(s), and student and the principal or teacher may request to speak with a counselor or specialist before student is allowed to return to school.

OR: Long-term Suspension

Continued non-compliance or serious misbehavior will result in suspension for no less than 3 school days. Parents will be notified by phone and/or in writing. Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between principal, parent(s) and student, before student is allowed to return to school. The principal or teacher may request to speak with a counselor or specialist before student is allowed to return to school. Parents will sign a plan of action indicating their understanding and/or support. Upon return, the student will complete a probationary period of 30 school days. A letter outlining the conditions of the probation will be given to parents.

Homework Policy for Long- or Short-Term Suspension

- All assignments due during the suspension must be made up and will be marked late and graded according to the individual teacher's late homework expectations.
- Students must take all books home with them upon suspension and may get assignments from another student.
- Days to turn in work = number of school days out plus one extra day.
- Upon return, teachers will provide a complete list of assignments missed.

OR: Expulsion

Parents notified by phone and/or registered letter.

The disciplinary process generally follows a defined order of events, unless the offense is so serious it necessitates immediate probation or expulsion:

1. Conference
2. Parent Involvement
3. Probation
4. Expulsion

PLEASE NOTE:

- Any student whose behavior outside the school day detrimentally impacts the school, its program's reputation, or its students, will be subject to the discipline code of the school as shown above.
- This behavior includes inappropriate use of technology (for example, on a home computer.) "Inappropriate use" includes harassment, use of school name, offensive remarks directed to or about individual staff or students, and/or offensive language not in keeping with our Christian values reflected in the mission of St. Joseph Catholic School.
- Students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home. While St. Joseph Catholic School staff will not be monitoring social networking sites on a regular basis, the staff reserves the right to access and hold students accountable for information shared online that is not in line with our school mission.
- Any student accused of a serious offense committed inside the school or in the local community will be subject to the discipline code as shown above and may be put on a home-study program until the case is resolved.
- Any student convicted of a crime will not be allowed to attend St. Joseph Catholic School.

D. The Appeal Process

When a student and/or his/her family utilizes the appeal process, the procedure is as follows:

- The appeal request must be made within two weeks of disciplinary action.
- The appeal request must be submitted in writing and must be delivered to the office of the principal.
- The principal and an appeals committee of faculty appointed by the principal will be called to hear the appeal presented by the student and/or family.
- The decision of the appeals committee is usually final. Only the pastor may overturn the decision.
- The decision of the pastor is final.

E. Possession of Firearms or Dangerous Weapons

The 1993 legislature amended RCA 9.41.280 to make it unlawful for any person to carry onto public or private elementary or secondary school premises, school provided transportation or

areas of facilities while being used exclusively by public or private schools, any firearm or dangerous weapon as defined in RE 9.41.250 and RCA 9.41.280.

Any violation of this provision by an elementary or secondary school student shall result in expulsion from the school if a firearm is involved and may result in expulsion if any other dangerous weapon is involved. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

F. Alcohol and Other Drug Use Discipline

The use or possession by students of illegal substances, including but not limited to tobacco, drugs, alcohol, and various types of inhalants, on school premises or at school-sponsored activities is prohibited and is grounds for disciplinary action up to and including expulsion.

The selling and/or distributing of alcohol and/or illegal substances by students at school, near the school, during the school day or at any school-sponsored activity is an offense of the most serious nature and results in dismissal from St. Joseph Catholic School.

G. Dress Code

The physical appearance of students should reflect the standards of excellence expected of students at St. Joseph Catholic School. These rules of dress help foster a positive school environment. The dress code will be implemented from the first day of school. Students not meeting the uniform requirements on any given day will be issued a "Uniform Reminder Notice" that will be sent home to parents and a copy will be given to the principal. Notice to the parents will be required to be signed and returned the next school day. Repeated uniform violations may result in a parent/teacher/principal conference and possible disciplinary action.

Any interpretation of the guidelines is at the discretion of the Administrator.

1. All uniform pieces designated Dennis Uniform must be from that uniform company. (See uniform chart in the pages to follow.) In the classroom, students may wear the St. Joseph Catholic School sweatshirt, which can be ordered using the form in the school office, and fleece jackets/vests which are dark navy in color. NO LOGOS, other colors, or brand names may be on the fleece. Dennis Uniform fleece is the model for comparison and fleece colors for items not from Dennis must match the Dennis fleece. Other types of coats, jackets and sweatshirts, including CYO sweatshirts, may be worn outside as needed, **but may not be worn in the classroom.**
2. All clothing must be the correct size and fit properly. Skirts, dresses, skorts, and shorts should be no more than 3" above the knee. If the uniform pieces become more than 3" above the knee when kneeling the item must be lengthened or replaced. **Shirts and blouses must be worn tucked in at the waist at all times.** Clothing and shoes must be neat, clean, and in good repair.
3. Belts must be worn in grades 5-8 *if* pants have belt loops. Belts will be plain with no enhancements (no studded belts) and must be worn through the belt loops. Acceptable colors of belts are black, brown, or navy. Belt loops may not be cut from pants. If loops are removed, new pants must be acquired.
4. Only the shoes described below are allowed: **(Call the school if you have questions)**

- a. Shoes must be matching, closed-toed, closed back, and have no more than a 1” heel. Examples of closed-toe shoes are tennis shoes, athletic shoes, shoes with non-skid, non-marking soles.
 - b. Shoes will be white, navy, gray, brown, black, or red. Blue is not allowed.
 - c. Shoes with laces must have laces that match the shoe color (not the colorful shoe trim) or be white.
 - d. Shoes with laces must be correctly, securely, and tightly tied at all times.
 - e. Shoes may not have patterns (plaid, stripes, checks, flowers, glitter, sparkles, etc.) of any kind.
 - f. All shoes will be free of writing other than the brand name.
 - g. All shoes must fit correctly and safely stay on the foot.
 - h. Sandals, boots, and shoes with wheels are not allowed.
5. Socks must be **crew socks** (those that have 4-6 inches of ribbing) **or 1/4 socks** (those that have at least one inch of ribbing) **not low cut/no show/ankle socks**, and comply with the colors listed in the uniform chart and be one solid color. Tights or knee-high socks may be worn as listed in the uniform table – a small logo is acceptable. Leggings may be worn with the uniform if socks cover the bottom of the leggings, tights of the uniform color shown on pg 23 are allowed.
6. Non-uniform outerwear may not be worn in the classroom.
7. No hats or bandanas may be worn during the school day.
8. General Appearance:
- a. Overall appearance should be clean, neat, modest, and simple.
 - b. Make-up: 7th & 8th grade girls may wear minimal make-up. Minimal means a clear lip-gloss and mascara (no glitter). No eyeliner should be worn.
 - c. T-shirts worn under uniform shirts must be white in color with no writing.
 - d. Jewelry: All jewelry should be modest and simple. Colors must complement uniform colors. One pair of small earrings may be worn on the lower earlobe (no dangling earrings or hoops for safety). One bracelet at a time may be worn.
 - e. Hair must be combed, neat, and clean in appearance, and must be of a natural color (no stripes, designs, or distracting colors). Hairstyles deemed distracting by the administration are not appropriate. Boys’ hair must be off the collar, above the eyebrows, and above the ears. Boys are expected to have proper hair length at all times. Girls’ hair must be worn above the eyebrows (in front) or kept off the face with barrettes or a headband. During art classes, long hair must be pulled into a ponytail.
 - f. No body piercing other than the ear lobe.
 - g. No visible tattoos.
 - h. No writing on hands or body.
9. Physical Education uniforms for grades 5-8.
- a. P.E. uniform **REQUIRED** for students in grades 5-8.
 - b. P.E. uniforms must be purchased at Dennis Uniform.
 - c. Tennis shoes and athletic socks will be worn.
10. Non-Uniform Days/Dress Code
- a. On occasion students are granted non-uniform dress days or special “theme” days.
 - b. Non-uniform dress will be at the discretion of the principal and the teacher.
 - c. All clothing must be clean, modest, and presentable.
 - d. The style, cut, and fabric of all clothing should be appropriate for the school environment.

- e. Clothing that advertises drugs, alcohol, foul or obscene language, cult, satanic worship, rock groups, or any derogatory symbols are forbidden.
- f. Acceptable clothing for non-uniform dress days:
 - 1) Pants or slacks (i.e. Dockers or chinos) or clean jeans. Sweat pants that are clean and fit appropriately.
 - 2) Dresses or skirts of appropriate length (no more than 3” above the knee when kneeling)
 - 3) Shorts of appropriate length such as walking shorts, no more than 3” above the knee.
 - 4) Athletic shorts must fit appropriately and may not sag or extend below the knee.
 - 5) T-shirts: plain or with appropriate advertising (see guidelines above).
 - 6) Shoes
 - a. Shoe color is at the discretion of the student
 - b. Shoes must be matching, closed-toed, closed back, and have no more than a 1” heel. Examples of closed-toe shoes are tennis shoes, athletic shoes, shoes with non-skid, non-marking soles.
 - c. Laces must be correctly, securely, and tightly tied at all times.
 - d. All shoes must fit correctly and safely stay on the foot.
 - e. Sandals and shoes with wheels are not allowed.
 - f. Uggs and Ugg-like boots are allowed.
 - 7) Socks must be worn, and may be of any length or color
 - 8) All clothing must be of suitable fit for the school environment.
- g. Unacceptable clothing for non-uniform dress days:
 - 1) Exposed midriffs: when arms are raised above the head, shirts must still cover the midriff.
 - 2) Low-neck, backless, spaghetti straps, strapless clothing, tank tops.
 - 3) Low-cut or yoga pants
 - 4) Shorts, pants, and shirts that are skin tight

Students are expected to follow the guidelines under Non-Uniform Dress Days for all school functions.

SCHOOL UNIFORM CHART

K-5 Girls	Navy	Red	White	Black	Hamilton Plaid
Dennis Pants	●				
Dennis Culottes or Skirt/Skort	●				●
Dennis Walking shorts	●				●
Dennis Jumper					●
Polo shirt or Blouse *			●		
Turtlenecks *			●		
Dennis Sweater or Vest		●			
Fleece Tops	●				
Socks/Tights	●	●	●	●	

K-5 Boys	Navy	Red	White	Black
Dennis Pants	●			
Dennis Walking shorts	●			
Polo shirt *			●	
Turtlenecks *			●	
Dennis Sweater or Vest		●		
Fleece Tops	●			
Socks	●		●	●

6-8 Girls & Boys	Navy	Khaki	White	Black
Dennis Pants		●		
Dennis Walking shorts		●		
Dennis Skirts/Skort (Girls)		●		
Dennis Polo shirts **	●			
Turtleneck **	●			
Fleece Tops	●			
Socks/Tights	●	●	●	●

* **WHITE shirts do not have to be purchased from Dennis Uniform. However, they must be plain with no logo or trim and must be kept clean.**

** **6th, 7th & 8th grade blue shirts must be from Dennis Uniform.**

VII. HEALTH SERVICES

St. Joseph Catholic School strives to maintain a healthy environment, and sick or injured students are attended to immediately. If a child is too sick to stay in the classroom or to remain comfortable at

school, they must be picked up immediately. The school keeps health histories and immunization records on file in the school office. These are completed during registration in August; please notify the office immediately if there are any changes to your child’s health condition throughout the school year.

A. Communicable Diseases/Conditions

Please do not send an ill child to school. There could be some serious health problems for your child and other students. If your child is ill or his/her fever is higher than 103°, you should contact your health care provider for advice. If you need help in finding a health care provider, you may call our local health department.

Some students have medical conditions that can become life threatening when exposed to: measles, strep, chickenpox/shingles, fifth disease, Rubella, and hepatitis. If your child is diagnosed during the school year with any of these diseases, please call our office immediately.

WHEN SHOULD I KEEP MY CHILD HOME?

STUDENT’S SYMPTOMS/DIAGNOSED ILLNESS:	STUDENT MAY RETURN TO SCHOOL WHEN:
1. Fever greater than 100.4° (orally) >>>>	1. Temperature below 100.4° (orally) for a minimum of 24 hours WITHOUT use of Tylenol® or other fever-reducing medications
2. Rash or rash with fever-new or sudden onset. >>>>	2. Rash disappears.
3. Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body. >>>>	3. Discharge must be gone or student must have been on antibiotics for 48 hours.
4. Vomiting. >>>>	4. Symptom-free for 24 hours.
5. Diarrhea: 3 loose or watery stools per day. >>>>	5. Symptom-free for 24 hours
6. Cough, deep, barking, congested, or producing colored mucous. >>>>	6. Symptom-free or student must have been on antibiotics for 48 hours.
7. White, clay colored, or bloody stool. >>>>	7. Symptom-free.
8. Yellow color of skin and/or eyes. >>>>	8. Symptom-free.
9. Brown or bloody urine. >>>>	9. Symptom-free.
10. Stiff neck. >>>>	10. Symptom-free.
11. Unusually sleepy, lethargic or grumpy. >>>>	11. Symptom-free.
12. Strep throat diagnosed by M. D. >>>>	12. Must have been on antibiotics for 24 hours. If no antibiotic given, call school before sending child back.
13. After an illness of two or more weeks, surgery, or other change in health status. >>>>	13. Written instructions from the doctor regarding medication or special health needs must be provided to the school.

Do not send your child to school if he/she has a fever, is vomiting, has chicken pox, fifth disease, lice, or a bad cough. When children come to school with these conditions, other students and

faculty are exposed. If a child comes to school and is determined by the school personnel to be sick, they must be picked up immediately. No sick child will be allowed to remain at school.

If your child is sent home with a fever, vomiting, or diarrhea, they may not return the following day. They must be symptom-free for 24 hours and have a temperature below 100.4 degrees without the use of Tylenol or other fever-reducing medication for 24 hours.

Whenever a major health issue, communicable disease, or condition is discovered at school, a notice will be sent home to parents of that class that same day.

Special additional procedures for lice outbreaks:

1. If lice or nits are discovered on a student, the parent will be called immediately to pick up the child and treat the condition.
2. The child must be 100 percent lice free before returning to school.
3. The parent must accompany the child to school for a re-check before the child will be admitted back into class.

B. Health Screening

The school conducts vision screening in the fall. Any concerns found will be communicated to the parents.

C. Immunizations

Each child must have a documented and complete immunization history in order to attend class. Immunizations must be current to attend. Some vaccination series require six months to complete. Immunization requirements vary from state to state. Please check with the school office for the most current information. Beginning September 1997, a three-dose series of hepatitis B vaccine for kindergartners became a new Washington State requirement. Every incoming sixth grade student must have had the MMR Booster measles immunization BEFORE they will be allowed to attend classes in the fall.

D. Medication

By law, students are not allowed to carry any medication, either prescription or over the counter preparations, with them at any time (this includes cough drops, aspirin, or any pain or fever reducing medication). No medication can be administered by school personnel without the written permission of the prescribing physician or dentist. This includes all medication whether prescription or over-the-counter drugs. Medications are kept locked. Forms are on the school website and may be faxed to the school office at (360)696-0977.

Students who need to take prescribed medications are to take these medications at home if possible. If the dosage requires that the medication be taken during the day, a written, current and unexpired request from a licensed physician or dentist for administration of the medication, detailing the dosage, time, with or without food, and duration of treatment, must be submitted. A parent or legal guardian must also complete a current written request for the school to administer the medication. The medication must be in the **original container**, properly labeled, and list the prescribing doctor's name and phone number. A list of any possible side effects that the school faculty and staff need to be watchful for must accompany the medication. However, the school will not be responsible for detecting any such side effect(s). In addition, it is the parent or guardian's responsibility to maintain an adequate supply of medication at school.

E. Head Injuries/Concussions

Parents will be notified if students come to the health room with severe injury or possible concussion. If students have suffered these injuries or concussion away from school families will need a note from their doctor to let the school know their diagnosis and any school restrictions.

VIII. SAFETY

A. School Safety Procedures

Our safety procedures currently include the following:

- The campus is completely fenced. All exterior gates are locked when school begins in the morning and remain locked during the school day. Anyone entering the school during the day must come through the front doors on Highland Drive.
- All visitors must be identified at the front desk, sign in, wear a temporary badge, and sign out when they leave.
- All staff must wear an identification badge at all times.
- Security cameras are in place with monitors on two desks in the office. The office personnel can see all locations where cameras are positioned.
- Emergency drills of different kinds are practiced regularly.
- The less traffic we have entering and exiting the building the better we can monitor who enters and exits. If your student forgets something (lunch, homework, etc.) there is no need for you to bring it in. The cafeteria will provide lunch and you will reimburse the account. Homework will be turned in the next day. We encourage our students to pack their backpacks the night before and double check that they have everything (responsibility).
- Please do not come to pick up your child early at the end of the day, especially if you are trying to avoid the car line (appointments are a different matter). This may lead to confusion in the school about appropriate pick-up locations at the end of the day.
- If you park in the parking lot and walk in to pick up your student, please do not come under the covered play area. We want to make sure the correct person is picking up and we need you to stay out of the line-up area so visibility is clear.
- Only students who live in the neighborhood should be signed up as walkers. Asking your student to meet you down the street puts him/her at risk for unsupervised time and increases congestion on Highland Drive. Increased traffic creates challenges for everyone.
- If you intend to have lunch with your student you must notify the school office by 10 am.

All the rules/procedures in the world will not help unless they are followed. Our primary focus is our students. We need your help to keep them safe. Every person who feels they are

exempt from following the rules puts every child in danger. Rules/procedures are established to support your children and our community and need to be consistently followed.

B. Emergency Closing

When inclement weather, earthquakes, or some other emergency makes it necessary to close school or to open at a later hour than usual, information may be obtained by listening/watching the local radio and television stations. St. Joseph Catholic School, as a general rule, follows the Vancouver School District. Any deviation from the Vancouver School District will be announced on local stations. The safety of students is paramount. If you live outside the Vancouver School District and your local school district is closed or opening late, you may follow your local school district's directions. We would rather make-up snow days than risk the chance of injury trying to get to school. Please listen to the early morning broadcast on any local radio or television station for inclement weather information. Please do not call the school office or parish office. The staff will also be following the district's directions. Remember: If St. Joseph Catholic School is not specifically mentioned, follow the Vancouver School District attendance schedule.

Extended Care: If school is cancelled or starts late, morning extended care will be cancelled. If school closes early, extended care will also close early.

St. Joseph has subscribed to **FlashAlert.net** to provide another communication resource for distributing information about inclement weather, emergency closures, and other important news. The FlashAlert.net website gives families access to emergency messages, such as breaking news or snow closure information, and news releases from participating organizations in Oregon and western Washington. Be sure to watch for **St. Joseph School (SW Washington)**. In addition, we have opted to enable a subscription service that allows users access to the message postings and information via email and /or cell phone text messages. There is no cost to the public for viewing the information or subscribing to messages. To register your contact information for personal notification, see the school website, www.stjoevanschool.org under Emergency and Weather Information.

C. Student Transportation To and From School

At the beginning of the year parent(s)/guardian(s) must inform the classroom teacher as to how their student(s) will be going to and from school, i.e. walking or by car, and who will be picking them up. A walker is considered a student who **lives** within walking distance from the school. Parents must inform the homeroom teacher, in writing, if the established routine will vary on any given day. The school takes no responsibility for the safety of students whose parents sign them as walkers and pick them up in the neighborhood beyond the designated pick-up area.

Drop Off/Pick Up of Students

Students may not be on campus, unless accompanied by an adult, before the crossing guard arrives at 8:15 am (7:40 on Wednesdays). Any student who arrives before that time will be checked into extended care and the family will be charged an emergency fee of \$10 per day per child.

Because of the limited parking in front of the school and the amount of traffic on Highland Drive, all parents are **required** to use the back parking lot for the drop off and pick up of students before and after school. **During this high-traffic time and for the safety of our students, we request that you do not use your cell phones while picking them up.**

When dropping off or picking up students move quickly through the line to the crosswalk (no parking in line is allowed). Walkers coming into the main building are to use the west door between the playground and the main building. Walkers going to the back wing are to enter via the covered walkway.

All classes will be brought to the dismissal area lot by 3 pm (2:10 pm on Wednesdays). Walkers will be directed to a gathering place where they will meet a staff member to supervise their departure. Students staying for after-school activities will be directed to another gathering place to meet the supervisor of their activity. All other students will remain in line with their teacher until their carpool arrives. If you arrive early and park in the lot, please gather **behind** the student lines and wait until the teacher has begun his/her dismissal. This greatly helps the teachers keep track of their students and know where each student is going. Teachers make eye-contact with the designated adult picking up each child before releasing them. **For the safety and comfort of everyone, please do not bring dogs to arrival or dismissal. We never know which child may be afraid of dogs and the large dismissal crowds may make even the best of dogs react unexpectedly.**

Students who have not been picked up by 3:15 pm (2:25 pm on Wednesday) will be signed into extended care and charged a \$10 emergency fee for the first 15 minutes, and \$25 for each 15 minutes thereafter.

The safe arrival and departure of more than 300 children depends on having an effective plan that everyone follows. Please partner with us by following these expectations for the safety of everyone.

D. Asbestos Notification

A letter is sent out in September with information about asbestos monitoring as required by the Archdiocese of Seattle.

E. Earthquake, Fire/Lockdown Policy

The Archdiocesan earthquake policy is located in the principal's office. It includes a summary and status report of the safety hazards identified in the structural evaluation of St. Joseph Catholic School and the seismic recommendations that have already been addressed. Fire drills are held on a monthly basis. Earthquake and lockdown drills will also be held throughout the year.

In the event that a lockdown is necessary, the following procedures will be implemented:

- Doors will be locked.
- Drapes/blinds will be closed.
- **No one** will be permitted to enter or leave the building until an "all clear" signal is given.
- School will stay locked down until police give the school permission to reopen.

F. Visitors to the School

All visitors and parent volunteers must check in and out at the front office during the school operating hours. Visits to the school by other children are discouraged and rarely granted. The school program is set up to accommodate your child. Visits by children who are not participating in the school program require time from the staff and other students for the day they are visiting.

During school hours, all exterior doors except the main entrance are locked. Please enter the school through the main entrance facing Highland Drive. All visitors must sign in and wear a visitor's badge. The office will call the teacher first before parent volunteers or visitors proceed to the classroom.

G. Family Directory Information

St. Joseph Catholic School publishes an annual directory in September. It is intended to assist parents in staying closely involved with their child's schooling and school friends, as well as to simplify contacting other parents. It includes the names, address, phone number and students' grade level for every family in the school. **Parents who do not want their phone number listed in the directory should indicate this request in writing to the office by the first day of school. This list may not be used for solicitation purposes.**

H. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

I. Custodial/Non-Custodial Parent and/or Guardian Policies

In the absence of a court order to the contrary, St. Joseph Catholic School will provide the non-custodial parent (when requested) with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order, and official documentation of the custody order. We ask that all divorced families furnish the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

J. Abuse

If any educator has reasonable cause to believe that a student has suffered from child abuse, Washington State law requires the educator to report this to the Children's Protective Services. The purpose of utilizing the protective social services is to prevent further abuse, to safeguard and enhance the welfare of the student, and to preserve family life when consistent with the protection of the student. If Children's Protective Services and/or law enforcement comes to school to meet with your child(ren), it is not common practice for the school to notify parents that a meeting occurred. Children's Protective Services or law enforcement takes the responsibility to contact parents.

Students in grades K – 8 participate in the "Touching Safety" program mandated by the Archdiocese of Seattle.

K. Policy on Harassment/Bullying

St. Joseph Catholic School firmly believes that all students, staff, and faculty must have the right to work in an environment free from intimidation, bullying, and harassment because of sex, race, color, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.

Students should report any type of harassment to his/her teacher or any other staff member. All complaints brought to the principal's attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment is found to have occurred. No one will be retaliated against for reporting questionable conduct.

Conduct is viewed as harassment when it affects or interferes with a person's right to dignity, respect, positive school performance, or when it creates an intimidating, unwelcome or hostile environment at school or during school/parish events.

Examples of harassment include, but are not limited to:

- Suggestive, explicit, or rude inappropriate remarks, gestures, jokes or comments about another person or his/her appearance.
- Derogatory descriptions of or comments to a person such as unwelcomed touching, pinching, brushing, etc.
- Displaying illicit illustrations in any form at school or school/parish events.
- Describing or inquiring about personal, private details, or experiences of another student's life.
- Hazing, pranks, or other disrespectful behavior directed at a student.

L. Volunteers

All volunteers must take the safe environments training mandated by the Archdiocese of Seattle and complete a background check. Volunteers should make sure they are up to date with requirements – current with safe environments training and have a current background check – at least two weeks in advance of your volunteer opportunity.

IX. PARENTAL INVOLVEMENT

A. Sacraments and Religious Education

First Reconciliation and First Eucharist sacrament preparation is provided by the parish a family attends, not by the school. This is according to the expectation of the Archdiocese of Seattle. Parents will need to enroll their children, as desired, in the parish preparation programs.

Parent meetings for First Reconciliation and First Eucharist will be held by parishes throughout the year. Parental attendance is required in order for the child to receive these sacraments.

Religious education is a life-long process. Our intent is to help the St. Joseph students along the path towards future spiritual fulfillment, attaining knowledge in traditions of the Catholic Church, gaining confidence in their personal Christian beliefs, and being receptive to changes in the church.

While a religious education program series is an important tool in teaching religion, St. Joseph's program encompasses much more, including the celebration of Mass weekly and once a month having a special liturgy for the school children, daily morning prayer services, various classroom liturgies, special liturgies and para-liturgical experiences celebrating the church year, and various service projects.

B. Room Parents

One or two parents from each classroom are available primarily to assist the teacher throughout the school year as "room parents". They facilitate classroom to parent communication, coordinate special class functions, and assist with activities.

C. School Commission

St. Joseph Catholic School is a ministry of St. Joseph Parish, Vancouver, Washington, a part of the Archdiocese of Seattle. The policy of the Archdiocese states that this commission is formed to “advise and support the pastor and principal in the formation of a strategic plan for the school and to recommend school policies within the context of parish priorities and goals.” (*Archdiocese of Seattle Catholic Elementary Policy and Procedures Manual*)

D. Parent Teacher Organization (PTO)

Every St. Joseph Catholic School parent or guardian is a member of the Parent Teacher Organization.

The goal of the Parent Teacher Organization is to support and enrich the school experience through communication and a strong sense of community. All are welcome to attend monthly meetings to gather, socialize and discuss topics of interest.

Objectives of the PTO:

- Nurture and encourage a warm, friendly environment and enhance communications among parents, students, teachers, staff, and administration of St. Joseph Catholic School.
- In cooperation with the Pastor, Principal and the Family Life Director, plan regularly scheduled religious celebrations to encourage the participation and enhance the religious practices of the school parents.
- Encourage a Christian attitude of charity and humility, and the generous sharing of time, talent, and treasure at all PTO activities.
- Regularly schedule “educational enrichment” assemblies for students, helping to further enrich the children’s education environment (i.e.: Opera, OMSI, Elementary Engineering, Mad Science, Theatrical and Dance assemblies, etc.)
- Regularly schedule “community-building” social events for the school community, helping to foster a strong sense of community for students, parents, administration, and teachers (i.e.: Sock Hop, Field Day, etc.)
- Regularly show the teachers and staff appreciation for their dedication (i.e.: Christmas gifts, Staff Appreciation Luncheon, etc.)
- Coordinate extra-curricular classes outside regular school hours (i.e.: Chess Club, Mad Science, etc.)
- Assist with school functions as requested (i.e.: New Family Welcome, Back to School Night, Catholic Schools Week, etc.)

PTO raises funds throughout the school year such as box tops/Campbell’s soup collection. With the funds raised, PTO donates to classrooms and the library; brings educational assemblies to the students, and supports the school staff to assure that they know how much they are appreciated. Suggestions are encouraged at any time and may be left in the PTO mailbox in the school office.

E. Classroom

Classroom visits must be arranged with the teacher in advance. Classroom disruptions are kept to a minimum and learning time to a maximum.

Any delivery will remain in the office until the end of the school day. No balloons, flowers or gifts should be delivered to children at the school. If such items should arrive, the student will

need to come to the front office after dismissal to pick them up. **The only item that will be delivered to the student during the school day is a forgotten lunch.**

Pets/animals brought to the classroom for a special visit will be at the discretion of the teacher and principal. Pre-approval must be given by the teacher and principal.

Any food item or treat brought to share with classmates must include enough for all children in the classroom. It is not appropriate to bring individual gifts to school for another student.

F. School/Home Relationship

“Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

It is the parent’s responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.” (Archdiocese of Seattle Catholic Elementary Policy & Procedures Manual 1.9)

G. Communication

School-Initiated Communication

1. All pertinent general school information will be posted on the school website
2. **Parents are responsible for knowing the information disseminated in the emailed NEWSflashes.** They will be sent by Mail Chimp (please sign up to receive these emails via the school web site) at least once a week, and more as needed, to those families who provide an email address. These flashes will include general reminders for the upcoming week and updates to the website. Hard copies will be sent to those families who notify the school that they are without email access.
3. On occasion, communication will be sent home with the youngest and only students in the school.

Family-Initiated Communication

1. Please communicate with teachers by school telephone or by e-mail.
2. Parents are not to call or text teachers or staff at home or on their personal cell phones.
3. Questions or concerns regarding St. Joseph Catholic School should be taken to the proper person according to the following sequence: The teacher should be contacted first if the problem pertains to the classroom or teacher. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.

Faculty/staff members will not open another teacher’s classroom door for a student or parent unless explicit permission is given by the teacher. Otherwise, the homeroom teacher must be present in the classroom.

H. Involvement through Stewardship

St. Joseph Catholic School is part of the larger community of St. Joseph Parish. As a parish community, we embrace stewardship in the form of contributing our time, talent, and treasure. Each family makes a commitment to this program by signing the Tuition Contract each year.

1. SHARE Hours

SHARE Hours is a mechanism of recognizing contributions of time and talent to our school. Each family is asked to account for their hours and submit them to the office for credit to their account. The SHARE hour year runs April 16 – April 15. If a family's SHARE obligation is not met by April 15, a fee of \$25 per hour remaining will be assessed. Contracts for the following year will not be issued until all balances are collected.

The tuition contract states that each family will contribute 30 hours (20 hours for single parent families) of their time and talent to the school and parish. (10 of the 30/20 SHARE hours should be in a church ministry for those families receiving a subsidy from their local Catholic parish.)

Items purchased for donation to the school (ex. the purchase of food for staff in-service days) may be counted toward SHARE hours as \$25.00 = one SHARE hour.

Parents, grandparents, and siblings (high school or older) are eligible to work to earn SHARE hours.

2. SCRIP

SCRIP is similar to gift certificates you pick up at grocery stores, restaurants, or retail stores with one difference - it benefits St. Joseph Catholic School and Parish. The school buys SCRIP from a national provider as well as from local businesses. When you use SCRIP, a percentage of the purchase is income to the school and varies by merchant. For example, if you purchase \$100 worth of SCRIP for Fred Meyer, the school receives \$5 back. You can purchase SCRIP after Mass and at the school during scheduled times. When you use SCRIP to pay for your purchases, the school and parish benefit. The SCRIP year runs April 16 – April 15.

The tuition contract states that each school family will raise \$200 for the school by purchasing SCRIP in the amount needed to earn \$200 in profit, or by paying \$200 outright. If a family exceeds the \$200 requirement, 10% of the overage is tithed to St. Joseph Church and 90% is applied toward student fees for the following school year.

Proceeds go toward the school operating budget.

3. Jog-a-thon

The Jog-a-thon was brought back in the fall of 2008 and raised \$30,000. The purpose of this fundraiser is to easily involve family and friends who are not our direct school families. This is an opportunity to support our school with a tax-deductible donation at their comfort level.

Each school family is asked to mail/email family and friends and ask for their pledges. All students will walk/jog on the day of the event.

Proceeds go toward special school projects and needs.

4. Auction

Our annual auction has become a solid part of St. Joseph Catholic School activities since its inception in 1995. The auction has a new theme each year and creates a beautiful event that continues to grow larger and better every year.

The tuition contract states that each family will donate:

- \$75 or procure a new Auction item valued at \$75 by Sept 30.
- After Sept 30 the commitment increases to \$150 and only cash will be accepted

Proceeds go toward tuition assistance and special projects of the school.

5. Golf Tournament

This St. Joseph event began in 1997 and is held each summer. School families are invited to participate in and support this great fundraiser.

Proceeds go toward school programs.

I. Field Trips

1. A student must have a signed permission form to go on any field trip. A faxed copy will be accepted. Telephone/verbal permission will not be accepted.
2. Children not enrolled in the school will not accompany the class field trip.
3. Chaperones/drivers will not bring any siblings or guest children with them.
4. Chaperones/drivers are responsible for the care of the children assigned to them.
5. Chaperones/drivers may not make any intermediary stops to or from a field trip.
6. Smoking is never allowed at school-sponsored events.

J. Handing Out Party Invitations at School

Students can hand out party invitations at school only if they include ALL students in the classroom, or if an invitation is handed out to all the girls OR all the boys in the classroom.

X. STUDENT SERVICES

A. National School Lunch Program

A nutritious hot lunch is served Monday through Friday. Students may choose from two main entrees or the salad bar. The cost is \$3.00 for children and \$3.50 for adults with additional costs per extra serving. Milk is included in the lunch but single milks may be purchased for \$.50.

The lunch program works on a debit system. Each child is assigned a personal number that is his/hers alone. No other child may use that number. To credit your child's account, please send a check made out to St. Joseph Catholic School and attach your child's name and grade to the check or envelope. Please give the check to the classroom teacher or main office. The check will be added to your child's account. If a forgotten lunch is brought to the office in time, it will be delivered to the student.

St. Joseph Catholic School participates in the **National School Lunch** Program, a government subsidy program. Families apply for free or reduced lunch based on income. Applications are kept in strictest confidence and handled through the school office. Applications may be made any time during the year whenever there is a change in family finances.

B. Media Support

St. Joseph has two media support areas: the library and the computer lab. The library contains a collection of fiction and non-fiction volumes, reference materials and audio-visual materials appropriate for the various grade levels. The computer lab has access to the Internet and works

with students on research projects and learning more sophisticated skills in technology. WiFi is available in the classrooms for teacher /student use.

C. Standardized Testing

St Joseph Catholic School participates in Measure of Academic Progress (MAP) testing. This occurs at multiple times throughout the year in established testing windows that will be communicated as the school year progresses.

D. Extended Care

Morning hours are M-T-Th-F from 7:00 to 8:15 am and on Wednesdays from 7:00 to 7:45 am. Afternoon hours are 3:00 to 6:00 pm except on Wednesdays from 2:10 to 6:00 pm. On half days Extended care will be open when school is dismissed until 6:00. Extended care is offered only on days when school is in session and is available for St. Joseph Catholic School students only, grades K-8.

Due to staff scheduling all extended care students must be scheduled on a regular basis. **There is no drop-in service for occasional use.** For the safety of the children, we must maintain the staff necessary for the state-required ratio of one adult to fifteen children. Parents will be billed for the days for which their children are registered, regardless of whether the students are present that day.

Fees:

- Registration fee- \$50 per family
- AM care - \$5 if arrive before 7:30
- AM care - \$4 per child per day if arrive after 7:30
- PM care - \$9 per child per day
- Morning Emergency fee - \$10
- After School Emergency fee if parent is not here to pick up student by 3:15, 2:25 on Wednesdays, or 12:15 on half days- \$10 for the first 15 minutes, and \$25 for each 15 minutes thereafter
- Late pick-up beyond 6:00 pm- \$1 per minute. After three late pick-up charges, families will be charged \$5 per minute.

Payment: Parents will be billed on the first of the month and payment is due no later than the 10th of the month. Payments received after the 10th may result in a \$25 late fee. Continuous late payments will result in the child(ren) being removed from the Extended Care program.

XI. STUDENT ACTIVITIES

A. Extracurricular Activities

All programs are available with the direction of a parent volunteer. These activities vary from year to year. A few of the recent extracurricular activities have been: Lego Robotics, Mad Science, Cub Scouts, and Chess.

1. Catholic Youth Organization (CYO)

The CYO sports program is open to members of St. Joseph Catholic School, St. Joseph Parish, and Holy Redeemer Parish. The CYO program relies on volunteers for the success of the program. If you are interested in coaching, please contact the school. For specific CYO rules see the CYO Policy Book.

Swimming	Grades K-8	Girls and Boys
Volleyball	Grades 3-8	Girls
Basketball	Grades 1-8	Girls and Boys
Track	Grades 3-8	Girls and Boys

CYO is a privilege, not a right. At the junior high level a GPA of 2.5 or higher must be maintained in order to participate in CYO.

If a St. Joseph Catholic School student has a school suspension, the Athletic Director will notify the coach and the student will miss the CYO practices or games for the duration of the school suspension. This could include weekend practices or games depending on the nature of the school suspension.

A student may not play in a CYO game or practice on a day they have missed school or did not participate in PE.

2. Cub Scouts

Cub Scouts is available for kindergarten through fifth grade boys. Through Cub Scouts, students learn the value of service, loyalty, good citizenship, and the value of community and respect for the environment, as well as developing survival skills.

3. Altar Servers

Catholic boys and girls in grades 3 through 8 may train to be altar servers. The training takes place throughout each year. The expectation is that servers may be assigned to serve at Mass on the weekend as well as during the week and at special liturgies or funeral services as needed.

XII. INTERNET USE TERMS AND CONDITIONS

A. Computer Lab

St. Joseph Catholic School is very proud of its computer lab and the use of technology woven throughout the curriculum. The computers in the lab have an internet connection and parents and students sign an “acceptable use” agreement each year stating that they will adhere to the computer use guidelines and only use appropriate and approved web sites while online at school.

B. Internet Use

The acceptable use agreement for the Internet and any other Internet-related policy and procedures will remain on file in the computer lab. This and other related documents are available for review by all parents, guardians, school employees, and other community members.

1. Acceptable Use

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for

collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of St. Joseph Catholic School. The use of the Internet resources may not be used in violation of any U.S., state, or local regulations. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening materials. The Internet resources may not be used to infringe on copyright or to plagiarize material. Students are not allowed to check their home e-mail accounts or that of friends and family.

2. Privileges

The Internet at St. Joseph Catholic School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of St. Joseph Catholic School may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Etiquette

All are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send unkind, abusive, or threatening messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not search out, print, or distribute pornography, obscene, or sexually explicit materials.
- Do not reveal personal addresses or phone numbers or that of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. (e.g. downloading huge files during prime time).
- Students will not respond to unsolicited online contact.
- Students are not allowed to access their email, Facebook, or any account at school.

4. Security

Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on any Internet access, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

5. Vandalism

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Students are prohibited from purchasing goods and services via the Internet. Students will not be allowed to subscribe to list servers or new groups.

6. Updating Your User Information

You must notify St. Joseph Catholic School of any changes in your account information (address, etc.) The school will not be held liable for:

- Information stored on school diskettes, hard drives, or servers.
- Information retrieved through the school computer, networks, or online resources.
- Personal property used to access school computers, networks, or online resources.
- Unauthorized financial obligations resulting from use of school corporation resources and account to access the Internet.

St. Joseph Catholic School students may not use the Internet without having a signed contract on file.

7. Inappropriate Use of Technology Outside of School

As previously stated in the Behavior Expectations section, St. Joseph Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours when that behavior detrimentally impacts the school, its program's reputation, or its students. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, staff, or students, offensive communications, and safety threats.

XIII. PURPOSE OF HANDBOOK AND RIGHT TO AMEND

This handbook is designed as a guide for school families; it is not a comprehensive compilation of all the expectations under which and by which the school operates.

This is an ongoing document and the school administration makes all final decisions regarding the interpretation of this handbook. The administration also reserves the right to amend this handbook, and any changes to the handbook will be published for school families.



ST. JOSEPH
CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK CONTRACT

2016-2017

Please return this form:
Aug. 25th or Aug. 30th

We have read and discussed a copy of the 2016-2017 PARENT AND STUDENT HANDBOOK found online at www.stjoevanschool.org . We understand that it sets forth a number of school policies, rules, standards, guidelines and procedures that my child/children and I are responsible for reading, knowing and following. We understand our responsibility is to conduct ourselves, whether inside or outside school, in a manner that brings credit to the parish and school. Failure to do so may result in removal from the school community.

I have reviewed the handbook with my child/children. I further understand that this form MUST be returned by the date stated above with the required signatures.

Parent Name (Please Print): _____

Signature: _____ Date: _____

Parent Name (Please Print): _____

Signature: _____ Date: _____

Student Name
(Please Print)

Grade

Signature
(required for 3rd grade and older)

1. _____

2. _____

3. _____

4. _____